

## GRANTS REQUEST

### We are receiving projects based on the following regulations:

- The Project should include an American component.
- All projects should mention how it will advance one of the four Integrated Strategy objectives, and should include a significant amount of American component and/or participation. It is not required to include English learning; although the English learning programs are still a priority.
- For review purposes, we should receive the proposal 4 months before the event or the beginning of the project.
- We cannot fund any type of construction project.
- Grant proposals should be under \$25,000 and will be granted according to the Embassy's Grants Federal Regulations.
- Submitting a grant request does not assure that the U.S. Government will provide the funds.
- **FORMAT:** All proposals should include the following items on a Word document:
  1. Legal Person (NGO or Foundation) from who requests the grant.
  2. NGO's Board of Directors members list. Contact information.
  3. Key contact or directors of the project; any experience managing similar projects.
  4. Key audience description or target group which will benefit from the project.
  5. Activities description within the project.
  6. Calendar of activities.
  7. Total cost of the event of Project, indicating the contributions expected from the U.S Government, other institutions and the organizers. The Embassy does not cover 100% of the project.
- 8. Detailed Budget for fund solicited to the U.S Government. It is required to specify any expense over \$200.00. The fund may pay for:
  - Space rental for the event
  - Promotion (TV, radio, handouts, newspapers, etc.)
  - Invitations

- Giveaways for the event (folders, banners, pens, etc.)
- Translation and interpretation expenses
- Terrestrial and air transportation expenses
- Training manual (design, printing, etc.)
- Equipment rental (stage, sound, chairs, lights, etc.)
- Administrative expenses, up to the 10% of the total cost (for example, if you request \$3,000, only \$300 can be assign to administrative expenses)

## Section I. Funding Opportunity Description

Throughout the wide variety of educational, exchange and cultural programs, the Public Affairs Office of the U.S. Embassy in Panama supports four Integrated Strategy goals (2014-2016). The objectives are:

1. To create a more equitable and inclusive society with economic and educational opportunities for all – focusing on low income youth and Panamanians living in the provinces.
2. To fortify the professionalism, transparency and democracy on the Public Institutions in Panama. To cultivate shared values between the U.S. and Panama in term of human rights.
3. To promote an open economy with sustainable growth in terms of environment and based on the principles of Corporate Social Responsibility. To create job opportunities for all.
4. To promote civil society participation in the community, country and regional security. To reduce the number of youth involved in gangs.

The project proposal must advance these objectives.

## Section II. Eligibility Criteria

1. Eligibility is open to all non-profit, non-governmental organizations. Individuals are not eligible for an award under this Request for Proposal (RFP).

Organizations may sub-contract with other entities, but only one, non-profit, non-governmental entity can be the prime recipient of the award. When sub-contracting with other entities, the responsibilities of each entity must be clearly defined in the proposal.

2. Cost sharing or is not required for this funding opportunity.
3. This award does not allow for construction activities or costs.
4. Grants/cooperative agreements cannot be used: to fund religious or partisan political activity; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization, food above 10% of the Budget (it cannot cover coffee, cocktail or anything related if goes over the 10% of the requested amount); flowers, decoration, alcohol; gifts or entertainment; building construction; salary for permanent employees (it allows expenses for temporary instructors or honorariums for speakers); illegal activities; or miscellaneous (not specified).

## Other Eligibility Requirements:

1. Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet <http://fedgov.dnb.com/webform> and an active SAM registration ([www.SAM.gov](http://www.SAM.gov)). The U.S. Department of State will not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements by the time the Department is ready to make an award.
2. Applicants must register with Grants.gov prior to submitting an application. Registering with Grants.gov is a one-time process; however, it may take weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register: (1) obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by visiting <http://fedgov.dnb.com/webform> ; (2) register with System for Award Management (SAM) [www.SAM.gov](http://www.SAM.gov); (3) register yourself as an Authorized Organization Representative (AOR); and (4) be authorized as an AOR by your organization. For more information, go to [www.grants.gov](http://www.grants.gov). Please note that your SAM registration must be annually renewed. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov.

## Section III. Application Submission

**Instructions:** Please follow all instructions below carefully. Failure to furnish all information or comply with stated requirements may lead to the application's disqualification for consideration. Applicants must set forth accurate and complete information as required by this RFP.

1. Please submit your program proposal using "Suggested Application format" template (**Attachment A**) and detailed budget using "Suggested Budget Spreadsheet" template (**Attachment B**). Feel free to submit additional information as you think necessary.
2. **Budget Narrative:** The budget narrative supplements the information provided in the budget spreadsheet and justifies how the budget cost elements are necessary to implement project objectives and accomplish the project goals. Together, the budget narrative and spreadsheets should provide a complete financial and qualitative description that supports the proposed project plan and should be directly relatable to the specific project components described in the applicant's proposal.
3. Applicants must ensure:
  - All documents are in English

- All budgets are in U.S. dollars
- All pages are numbered
- All materials are submitted in .pdf format
- Forms SF-424, SF-424A and SF-424B are completed and submitted with the application.

These forms are available at <https://statebuy.state.gov/fa/Pages/Forms.aspx>.

4. **Letters of Intent:** If local partnerships are included as part of the proposal, applicants must include a letter of intent between all partners as part of their application. The letters must identify the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. The individual letters cannot exceed 1 page in length.
5. The U.S. Embassy reserves the right to request additional programmatic and financial information regarding the proposal.

**Questions:** For questions on this solicitation please contact Grants Applications Manager, Public Affairs Section, [\[OUR INFO\]](#)

6. **All application materials must be submitted electronically through Grants.gov.** For questions relating to grants.gov, please contact them at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

## Section IV. Review and Selection Process

1. **Criteria.** Each application submitted under this announcement will be evaluated and rated on the basis of the criteria enumerated in Section VII below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success.
2. **Acknowledgement of receipt.** Applicants will receive acknowledgment of receipt of their proposal.
3. **Review.** A technical review panel will review the proposal and based upon the criteria noted in Section VII. A determination will be made regarding the program's proposed area of activity and the Mission's strategic goals, and those proposals that are the best fit will be given additional consideration.
4. **Follow up notification.** Applicants will generally be notified within 90 days after the RFP deadline regarding the results of the review panel.

## Section V. Application Evaluation Criteria

1. **Completeness of Proposal.** The proposal meets all of the outstanding technical and logistical criteria required in this cooperative agreement, addressing the objectives as noted in Section II above.
2. **Innovation.** Applicant clearly describes how its proposal will address the requested program within the proposed time frame and articulates an innovative strategy or plan.
3. **Institutional and organizational capacity.** The organization and any partners demonstrate subject matter expertise in the form and content of the proposal, and in organizing and managing the project.
4. **Budget and narrative justification.** The budget and narrative justification are complete and reasonable in relation to the proposed activities and anticipated results. The cost estimates are realistic.
5. **Monitoring and evaluation.** The proposal outlines in detail how program success and impact will be determined, and may include pre and post program analysis.
6. **Sustainability.** The project demonstrates sustainable capacity and relationship building between the Indian and American organizations, as appropriate. The proposal describes how activities will be carried on after the program ends and may include (but not be limited to) continued involvement of stakeholders; future commitment of funding; on-going training; planned meetings of program participants.

## Section VI. Award Administration

1. **Award notices:** The grant or cooperative agreement award shall be written, signed, awarded, and administered by the Grants Officer, who is the U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and will be provided to the recipient. The awardee will interact with a designated Grants Officer Representative (GOR).
2. **Reporting requirements:** All awards issued under this announcement require both program and financial reports on a frequency specified in the award agreement. The disbursement of funds will be tied to the timely submission of these reports. All details related to award administration will be specified in the award agreement. The point of contact for questions or issues related to the administration of the grant/cooperative agreement will be specified in the award agreement.

## **LAST INSTRUCTIONS FOR APPROVED GRANT PROPOSALS:**

- a) To avoid confusion, if you would like to invite the Ambassador or DCM to something related to the activity or project, please do it through our office as part of the grant proposal, and not separately.
- b) From the date that we agree and sign the grant, there is a waiting period of 15-30 days until the money is deposited into the bank account. The Embassy asks for your banking information for a electronic transfer; checks are no longer available.
- c) The activities should use the logo 'Estamos Unidos' at all times.
- d) According to the rules, you should use FLY AMERICA.
- e) Begin the process by filling out the Project submission form and the 424 documents.